

***State of Washington  
Department of Transportation  
Notice to Consultants  
Leadership Training for Washington State Ferries***

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to develop and implement customized leadership training for designated Washington State Ferries (WSF) personnel. The training needs to be customized to address intrinsic cultural and environmental issues unique to the marine industry. Previous maritime experience is desirable. The approximate dollar value of the consultant agreement will be \$125,000.

**Project Description**

The primary focus of this project is to design, develop and implement instruction that will incorporate general leadership techniques with the specific expectations outlined in the multiple labor agreements, and WSDOT/WSF policies and procedures. Once the development process is completed, the consultant may facilitate the entire initial training course or in combination with selected WSF subject-matter experts. The consultant may assist in staff development initiatives including refresher training, coaching/mentoring, identification of supplemental resource materials/publications etc...

Description of key course content areas are as follows:

- Self knowledge
- Roles and Responsibilities
- Leadership/Management
- Team Dynamics
- Motivation
- Coaching/Counseling
- Human Resource Function

The intent is to provide designated personnel with the skills necessary to ease the transition into a new leadership role and to improve the effectiveness of our experienced leaders. The curriculum should demonstrate how leadership styles enhance the ability to lead and how performance as a leader directly contributes to the success of the team and the organization.

**Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only);
5. Project Delivery Approach;
6. References/Past Performances (Prime Consultant Only); and
7. Cost Factors (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

### **Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty (20) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Tuesday, April 18, 2006:

Director, Consultant Services  
Washington State Department of Transportation  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7106.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Tuesday, March 14, 2006, and Tuesday, March 21, 2006.

Submittal Due Date: Tuesday, April 18, 2006.